



## PRE-SERVICE TRAINING

### HOMESTAY COORDINATOR

#### *Job Posting*

Location	Don Chedi, Supanburi Province (transportation and lodging provided)
Dates	November 1, 2023 – March 20, 2024
Duration of contract	Not to exceed 141 total days, paid at daily rate
<i>*note that several holidays fall within this period. The total working days shall not exceed (141 total days)</i>	
Reports to	Training Manager (TM)

#### **POSITION SUMMARY**

This is a full-time, short-term contract position which requires approximately 20 weeks of living and working at the central training site in Don Chedi, Supanburi Province. Transportation and lodging are provided.

The Homestay Coordinator (HC) plans, promotes, and implements the homestay program, an integral component of Pre-Service Training (PST) for American Peace Corps Volunteers. The HC will help develop the PST training site; recruit, interview, document, select and train potential Thai host families; ensure that host family housing meets Peace Corps safety and security standards; and collaborate with staff to match trainees and host families with whom they will live for approximately 10 weeks. During PST, the HC conducts regular visits to host families and trainees to assist with community integration. The HC Compiles, maintains, and submits all documentation to Peace Corps staff to be entered into VIDA, Peace Corps' online database of volunteer information.

#### **MAJOR DUTIES AND RESPONSIBILITIES**

##### Program Planning, Promotion, and Implementation

- Works with Training Manager (TM), Language and Culture Coordinator (LCC) and other staff to develop a plan for host family placement in communities surrounding the central training hub in Don Chedi.
- Coordinates with the TM and LCC to conduct outreach to mayors, school directors, and other key community members to identify potential host families.
- Distributes PST Home Stay Applications, collects and analyzes applicant information, and generates a short list of potential host families.
- Conducts host family interviews and completes the family survey and housing checklist, to comply with Peace Corps policies.
- Identifies and documents needed follow-up visits and works with selected host families to ensure all safety & security deficiencies are resolved prior to trainee arrival.
- Orients families to Peace Corps' health and safety and security policies and procedures.

- Reviews trainee demographics and pre-arrival surveys and makes recommendations for matching trainees and host families based on needs, requirements, and preferences.

#### Volunteer & Host Family Support

- Plans, develops and implements a half-day host family orientation conference.
- Meets with host families on regular basis to troubleshoot issues and assist with integration. May require some work on evenings and weekends.
- Keeps TM & LCC informed with daily verbal progress reports and weekly written reports.

#### Administration & Reporting

- Attends planning meetings and activities, including the Training of Trainers (TOT) workshop, and PST staff meetings.
- Completes all mandatory online training.
- Coordinates with the Volunteer Support Assistant (?) to document all trainee and host family information in VIDA.
- Updates trainee whereabouts during PST
- Contributes summary of the home stay program to the training assistant to be included in the final PST report.
- Performs other related duties and responsibilities as assigned by supervisor.

#### **Safety and Security**

Evaluates home stay sites to ensure conformity to established standards for safety and security of Trainees. Ensures host families and local officials are willing and able to provide appropriate support to Trainees. Coordinates orientation for host families, including safety and security matters related to Trainees. Assists Training Manager and DPT in developing safety and security systems for pre-service training and supports safety and security training objectives, including reinforcing Trainee roles and responsibilities related to personal safety and security. Immediately communicates Volunteer safety and security concerns and issues to the Safety and Security Manager (SSM) and Training Manager. Knowledgeable and supportive of Peace Corps safety and security policies and procedures, including the timely reporting of suspicious incidents, persons or articles.

Per MS 270, all members of the Peace Corps staff must be familiar with the Emergency Action Plan and their responsibilities in the event of an emergency.

#### **REQUIRED QUALIFICATIONS:**

Education: University degree, equivalent to a bachelor's degree.

Prior Work Experience:

- At least one (1) year's professional experience in general office administration.
- Experience in non-profit community development desired.
- In-depth knowledge of rural communities in Thailand a plus.

Language Proficiency:

- Native Thai speaker with excellent English proficiency.

Knowledge, Skills, and Attitudes:

- Ability to set and manage own work schedule and meet deadlines.
- Ability to interview, negotiate, make connections, and establish long term relationships.
- Ability to understand, interpret/translate and communicate policies, procedures, issues and inquiries in both Thai and English, with sensitivity to cultural context.
- Demonstrated ability to collect data, maintain an efficient filing system, and complete reports.
- Working knowledge of MS office and other media applications.
- Ability to pass a background check conducted by the United States Embassy.

**Application Period: August 4, 2023 – September 1, 2023**

**To apply:** Submit a complete resume to [ThailandJobs@peacecorps.gov](mailto:ThailandJobs@peacecorps.gov) during the application period listed above.

Notes:

- Only short-listed candidates will be contacted.
- One or more positions may be filled from this announcement.
- Peace Corps may consider international applicants, but reserves the right to prioritize host country national candidates.
- Contracting Officer reserves the right to accept late applications on an ad hoc basis
- Candidates must indicate if they have ever previously served as a Peace Corps Trainee, Volunteer, or Staff member.
- Peace Corps reserves the right to withhold an offer from any candidate with a prior history of poor performance or conduct as a Peace Corps Trainee, Volunteer, or Staff member.
- Peace Corps reserves the right to withhold an offer to any candidate that is a relative or household member of any current Peace Corps staff member.
- Peace Corps will not discriminate against an applicant because of that person's race, color, religion, sex (including gender identity, sexual orientation, and pregnancy), national origin, age (40 or older, except when the applicant is beyond the mandatory retirement age of 60 years old), disability, or genetic information.